



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

Rhonda M. Meadows, MD, Commissioner

Sonny Perdue, Governor

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Health Community Emergency Training and Exercise Coordinator Division of Emergency Preparedness and Response Division of Public Health

Job Description:

The Georgia Department of Human Resources (DHR), Division of Public Health, is seeking qualified candidates for the position of **Health Community Emergency Training and Exercise Coordinator** for the Office of Preparedness/ASPR Program.

Works closely with and assist the Georgia Health Community Emergency Preparedness Coordinator in working with the health community and Public Health local district personnel to identify health community training and exercise needs to support local disaster response capabilities. This position will represent the Division of Public Health at professional meetings and conferences, and must maintain a current awareness of the latest developments in emergency preparedness and response to bioterrorism. This position will also oversee the development of curriculum, scheduling of courses, and registration of students for classes offered by **GDPH** through the National Bioterrorism Hospital Preparedness Program. This program shall also coordinate with the local health districts, the **GHA** Exercise Coordinator, and the **GDPH** Exercise Development Team to develop an ongoing Statewide Health Community Emergency Exercise Program.

This position will require 24 hour/7 days a week call responsibility, and may require travel within the state of Georgia up to 25% of the time.

Qualifications

Completion of a Bachelor's degree and a minimum of one year experience as a program manager. The successful applicant will possess competencies in the areas of oral communication, written communication, interpersonal skills, teamwork, leadership, and planning/evaluation. Basic computer skills, such as basic word processing, PowerPoint, and Microsoft excel, are also required.

NOTE: Experience may substitute for education on a year –for-year basis, if evaluated as equivalent.

Preference will be given to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

- Experience with curriculum development and course management.
- Knowledge of the healthcare system (hospitals, emergency medical services, and community health centers) and Public Health.
- Experience with Emergency Management or Emergency Preparedness Planning.
- Experience in a health care field related to the usage of data analysis which demonstrated an insight into priority health issues.
- Experience in developing community, regional or statewide needs assessments, implementation strategies and evaluation tools;
- Experience in developing, coordinating and managing project activities of task force

Benefits

In addition to a competitive salary (**PG15/ \$34,533.36/yr - \$60,487.20**) we offer a generous benefit package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance

Area Information

This position is located in metro **Atlanta**.

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhrrjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:
HCE Training and Exercise Coordinator

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.